

PLANNING BOARD MINUTES  
FEBRUARY 11, 2015

**Call The Meeting to Order**

Chairman David Plunkett called the meeting to order at 7:00 P.M. in the Town Hall Auditorium. Present at the meeting were, Stephen Johnson, Robert Fowler, Nancy Reed, Vincent Fratalia, Director of Community Development Steve Sadwick and Recording Secretary Dawn Cathcart.

Mr. Plunkett announced that Agenda Items C & F have requested continuances.

**(A) Approval of Minutes – December 1, 2014 and December 15, 2014**

**MOTION** - Mr. Fratalia made a motion to approve the Planning Board minutes of December 1, 2014 as submitted. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**MOTION** - Mr. Fratalia made a motion to approve the Planning Board minutes of December 15, 2014 as submitted. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**(B) Committee Reports/Administrative Actions**

**(B1) Zoning Bylaw Subcommittee**

Mr. Sadwick stated that the subcommittee met last week and there were seven housekeeping articles for the Zoning Bylaw. They met again last night and there was one additional article for a total of eight articles for Town Meeting. The Woburn Street rezoning still requires some more work but they hope to meet the March 6<sup>th</sup> deadline. They include changes to Sections 2100, 2320, 4210, 4240, 5120, 7600, 8402 and 8610.

**MOTION** - Mrs. Reed made a motion to submit the eight zoning articles as presented. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

**(B2) Master Plan**

Mr. Sadwick stated that he received an email from Judy Barrett. The transportation section will be submitted by McMann Associates in a few days. RKG are still integrating the housing, economic development, and open space portions from NMCOG. The public facilities section is in process and should be delivered within ten days. They are still predicting a draft Master Plan before March 31, 2015.

**(B3) Committee Reports**

Mr. Fratalia stated that the Green Committee is meeting tomorrow night. A survey was given to local building managers regarding energy conservation.

Mr. Plunkett stated that the EDC breakfast was held last Thursday. Even with the snow there were about sixty people in attendance.

Mr. Plunkett stated that Mr. Sadwick gave a presentation before NMCOG.

**(B4) 2580 Main Street – Non-Substantial Determination**

Jeff Rider and Charlene Young appeared for a non-substantial determination for 2580 Main Street. Mr. Rider stated that they are proposing creating a new enclosed corridor. There will be a reduction of impervious are by 50 SF.

Mr. Johnson, Mr. Fratalia and Mrs. Reed were all set with the proposed change.

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Mr. Fowler asked if the drainage in the back will be affected. Mr. Rider replied no, the old shuffleboard area will be removed.

Mr. Plunkett asked if there have been any additional comments from the Town Engineer. Mr. Sadwick replied no, but the language from the email from Mr. Rider dated February 6, 2015 could be added to the motion.

**MOTION** - Mr. Fowler made a motion that the proposed change is non-substantial and is approve based on the fact that the majority of the work is to eliminate areas where the water ponded. The area in the new courtyard will infiltrate as it always has, and what does not will be piped to the low area in the front of the site for additional infiltration or it will flow to the back of the of site. There are no overall changes to the flow patterns or discharge points. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

**(B5) 357 Old Boston Road – Non-Substantial Determination**

Peter Reynolds, from McKenzie Engineering appeared for a non-substantial change at 357 Old Boston Road. Mr. Reynolds stated that during the submission process to the Planning Board, the structure was changed from wood to metal framing which changed the dimensions. The plans were correct, but the application was not updated. The Building Commissioner would not approve the building permit. They are requesting a non-substantial change to correct the dimensions of the structure. The correct dimensions are 82'7" long x 58'5" wide x 18'10" tall. Mr. Reynolds is also requesting that the \$10,000 bond requirement be waived because it's difficult to get a check from National Grid.

Mr. Fowler stated that he is fine with the non-substantial determination request and would be agreeable to lowering the bond to \$2,000. Mr. Johnson agreed and added that a bond is required. Mrs. Reed and Mr. Fratalia agreed.

Mr. Plunkett asked if the money is not the issue; why not keep the bond at \$10,000. Mr. Sadwick stated that this is not a substantial structure and there will not be a lot of site work needed, there are no walls on this structure.

**MOTION** - Mr. Fowler made a motion that the change presented is non-substantial and is approved with the bond being reduced to \$2,000 from \$10,000. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**(B6) Long Meadow Golf (SP 2013-03) Extension**

Mr. Plunkett stated that he spoke with Attorney Barry at the Lowell Post Office regarding this extension request. The plans are not complete and they need more time.

**MOTION** - Mr. Johnson made a motion to approve the extension of the Special Permit (2013-03) for Long Meadow Golf Club for two years. The motion was seconded by Mrs. Reed and unanimously voted 5-0.

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**(B7) Poland Avenue & Foster Lane SP (SP 2013-02) Extension**

Mr. Plunkett stepped down from this request and Mr. Johnson took over. Mr. Johnson stated that the applicant has requested more time.

**MOTION** - Mr. Fowler made a motion to approve the extension of the Special Permit (2013-02) for Poland Avenue & Foster Lane for two years. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

Mr. Plunkett returned to the meeting.

**(C) 1 Radcliff Road, VTH7, LLC Continued Site Plan Special Permit**

**MOTION** - Mr. Johnson made a motion to continue the Site Plan Special Permit for 1 Radcliff Road until February 23, 2015 at 7:00 PM. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

**(D) 20 Carter Street, Carter Street Realty Trust for Carter Street Sports Center, Special Permit**

**MOTION** - Mr. Johnson made a motion to waive the reading of the public hearing notice. The motion was seconded by Mr. Fowler and unanimously voted 5-0.

Jay Ferrera appeared for the Special Permit for 20 Carter Street. Mr. Ferrera stated that they are preparing to re-open the restaurant on the second floor. This has been closed since 2008.

Mrs. Reed stated that there seems to be an issue with parking and traffic. Mr. Ferrera stated that the Special Permit in 2008 included this space. During hockey games it does get crowded but they have secured 75 overflow parking spaces at the Teamsters building next door. Mrs. Reed stated that the Police have stated that they have concerns with additional traffic and a traffic study should be done. Mr. Sadwick stated that the Special Permit was issued for indoor recreation for the ice rink. Mr. Ferrera replied it included the lounge/restaurant.

Mr. Plunkett stated that the restaurant closed in 2007 and he remembers that there was a long period of decline and it was nowhere near its capacity.

Mrs. Reed stated that the Special Permit in 2008 was only a Use Special Permit that dealt with the indoor recreation.

Mr. Johnson stated that if this is going to be a restaurant, then it would need to be ADA compliant. Mr. Ferrera replied that they will be modifying the space to be ADA compliant. Mr. Johnson asked if an elevator would be needed. Mr. Ferrera replied there already is an elevator in the back of the building.

Mrs. Reed asked what this permit is for. Mr. Sadwick stated that it is a Use Special Permit for a restaurant.

Mr. Fowler stated that the plans reference the special permit which refers to parking counts. Mr. Fowler suggested the applicant have a meeting with the Building Commissioner and architect to go over the total occupant load. The plans say 843 total occupancy.

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Mr. Plunkett asked if there is a lease for the additional overflow parking. Mr. Ferrera replied that they have permission to use the lot. They are limited to using that lot during the ten high school hockey home games.

Mr. Fowler suggested using the overflow parking for employees during the hockey games.

Mr. Fratalia asked if there are any open permits on this site. Mr. Ferrera replied he was not aware of one. Mr. Sadwick stated that there is a zoning violation at the site. Mr. Fratalia stated that no lighting plan was submitted.

Mr. Fowler stated that according to the letter from the Fire Department they originally thought a repeater was needed but now it is ok. Mr. Fowler asked if employees could park in the overflow parking area. Mr. Ferrera replied that they would be amenable to that. Mr. Fowler stated that the directional circle in the front that is on the approved site plan is not there. The sidewalk is not on the plan either. Mr. Fowler stated that the entire parking lot needs to be restriped.

Mr. Johnson asked what the total number of parking spaces is. Mr. Ferrera replied 281. Mr. Johnson asked what the timeframe is to make the improvements to the parking lot as per the approved 2008 site plan. Mr. Ferrera replied he did not know what the timeframe is. Mr. Johnson asked if a person in a wheelchair was to use the elevator, they would need to go through an empty space to get to the restaurant. Mr. Ferrera replied yes. Mr. Johnson stated that better plans are needed and the parking needs to be addressed. There are underlying special conditions in the original special permit that are not being followed.

Mr. Plunkett stated that the approved plans show 286 parking spaces. If there is proposed overflow parking, then the Board would need to see an agreement from that property owner. There are still landscaping issues from the original special permit that have not been addressed.

Mr. Johnson stated that an internal sign plan should be submitted including employee parking.

Mr. Fowler stated that there is always a problem with buses. The original site plan showed bus parking along the building but that is not there.

**MOTION** - Mr. Fowler made a motion to continue the Special Permit for 20 Carter Street until February 23, 2015 at 7:05 PM. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

(E) **108-112 Pleasant Street, Gerald C. and Barbara A. Roper Site Plan Special Permit, Town Center Overlay District (TCOD) Special Permit**

**MOTION** - Mr. Johnson made a motion to waive the reading of the public hearing notice. The motion was seconded by Mrs. Reed and unanimously voted 5-0.

Attorney Richard O'Neill and Ken Lania appeared for the Site Plan Special Permit, Town Center Overlay District for 108-112 Pleasant Street. Attorney O'Neill stated that they are applying for a Site Plan Special Permit and Town Center Overlay District Special Permit. This property has two existing structures that consist of multi-family dwellings. There is a farm house that has two units and a barn that has been converted into two living units. Both structures were constructed prior to 1900. There are four different addresses associated with this property, 108, 108A, 110 and 112 Pleasant Street.

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Attorney O'Neill stated that they are proposing to convert one of the units in the farm house to a business. There will be a total of three residential units and one business unit. This property has one acre with 240' of frontage. This has access to public transportation and these buildings are pre-existing grandfathered use. This property has direct access off of Pleasant Street and they will abide by the TCOD guidelines for mixed use. This will be a mixed use of MFD and professional office that will not exceed 10,000 SF. There will be nine parking spaces including one handicap space and there is existing mature landscaping on site. Attorney O'Neill stated that at the request of the Board of Health they will be adding a small dumpster for the business office according to their regulations.

Mr. Lania stated that they will be asking for several waivers since this is a pre-existing site and no construction will be done for the buildings. The entrance is being proposed at 21'. There will be an additional 505 SF of pavement added to the lower area for parking. This will create eight parking spaces with an aisle. The handicap parking spot will be located next to the building and will require 155 SF of additional pavement and a guard rail. They will construct a handicap ramp in the front of the building to be ADA compliant. A small front load dumpster will be added with a 6' fence on a concrete pad. The storm water management is handled by the 2,000 SF depression that can handle a 100 year storm runoff.

The waivers requested are as follows: Section 5140 – reduce width of parking stall to 9'; Section 5170 – parking spaces located in the buffer; Section 5411 – landscape buffer less than 20'; Section 5413 – curbing and landscaping in buffer; Section 5414 c – 30' landscape strip; Section 5421 – off street parking within 10' of property line; Section 5426 – parking of 10 cars without screening; Section 5427 – allowing more than five parking spaces with dead end parking; Section 5434 – snow storage; Section 8609.1 – minim rear yard less than 50'; Section 9433 – no building elevation plan or rendering; Section 9434 – defer signage plan; Section 9561 – Storm water run-off; Section 9470 a – landscape buffer less than 20'; Section 9470 b – landscape areas less than 10' wide.

Mr. Fowler stated that he was all set.

Mrs. Reed stated that she was all set and added that this project is what the TCOD was envisioned for.

Mr. Johnson stated that he is all set but asked that the applicant look at the bushes and see if something could be added to shield the parking area.

Mr. Fratalia asked if you would be removing any trees. Mr. Lania replied no. Mr. Fratalia asked if there is a potential tenant. Attorney O'Neill replied yes.

Mr. Plunkett asked if there will be any landscape improvements. Attorney O'Neill replied no, there is mature landscaping in existence now. Mr. Plunkett asked if the area was going to be repaved. Mr. Lania replied no, the existing pavement is in good shape. They will be squaring it off so they can line the parking spaces, adding a small area of pavement for the handicap parking space and add the new parking down below. Mr. Plunkett asked if benches could be added. Attorney O'Neill stated that Pleasant Street doesn't generate the foot traffic as Main Street does, but if it is requested, they will add a bench in the front.

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Mr. Sadwick stated that the Town Engineer asked if the location of the dumpster could be moved since it was located next to unit 112. Mr. Lania replied that the trash barrels for the existing residence are in that location now and the dumpster will be screened. There really is no other location that it can be moved to because a truck has to get in and empty it and they don't want to block the snow storage area. Mr. Sadwick stated that the Town Engineer also asked if the aisle width of 16' at the narrowest point is wide enough. Mr. Lania replied yes, there is an additional 2'-3' of grass area beyond the aisle for a car overhang.

Mr. Fratalia stated that he agrees that a park bench is a good idea.

There was no public input.

**MOTION** - Mrs. Reed made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

**MOTION** - Mrs. Reed made a motion to approve the Site Plan Special Permit and Town Center Overlay District Special Permit with the following conditions:

1. All requested waivers listed above are approved and incorporated in the plan.
2. A park bench will be added to the front of the property.
3. The existing overgrown landscaping will be thinned and improved upon.

The motion was seconded by Mr. Fowler and unanimously voted 5-0.

Attorney O'Neill thanked Mr. Sadwick for all his help.

**(F) 743 Main Street, Tewksbury Village Condominiums, LLC Continued Site Plan Special Permit/Village Residential Overlay District Special Permit**

**MOTION** - Mr. Fratalia made a motion to continue the Site Plan Special Permit/Village Residential Overlay District Special Permit for 743 Main Street until March 9, 2015 at 7:10 PM. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**(G) 883 Main Street, BP Gas Station, Lehigh Gas Wholesale for Leemilt's Petro Site Plan Special Permit Continued**

Carolyn Parker appeared for the continued Site Plan Special Permit for 883 Main Street. Ms. Parker stated that there were four items brought up at the last meeting. She has provided letters from Deputy Vasas and the Fire Marshall approving the re-install of the fire suppression system. She spoke with Mass DOT and they have no plans to expand the Rt. 38 corridor through 2020. They are requesting a waiver for the lighting plan. The gas station is only open from 6:00 AM to 7:00 PM so the lights will only be on for 2-3 hours. All eight lights show some spillage but they can shut off four of them at night. The landscape island is not on their property and they would need to file a permit with Mass DOT to do landscaping but they are proposing adding four barrels at the end of the island with plantings.

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Mr. Fowler stated that there is always a grey area with the road taking and right of way because the problem is someone has to maintain it. Ms. Parker stated that we would need approval from Mass DOT. Mr. Fowler stated that low lying shrubs could be added and provides low maintenance.

Mr. Johnson stated that the island is already there, you are not adding a new landscape island. It should be maintained until Mass DOT tells them to stop. Mr. Johnson stated that 2020 is only five years away and he feels that the canopy is too close.

Mr. Fratalia asked if this is a standard size canopy. Ms. Parker replied yes. Mr. Fratalia asked if there was a possibility of downsizing it. Ms. Parker stated that they could possibly take 1'8" off. Mr. Fratalia stated that he is still concerned with the close proximity to Rt. 38. Ms. Parker stated that they could probably take 1'4" off each side. Mr. Fratalia stated that he doesn't feel that this would be a benefit to Tewksbury due to the proposed setback. Mr. Fratalia stated that there were some issues raised at the ZBA meeting and asked if the Board of Health issues have been taken care. Ms. Parker replied that she was not sure. Mr. Fratalia stated that there were issues with the dumpster and septic system.

Mrs. Reed agreed with Mr. Fratalia and is concerned with extending the canopy close to Main Street. This would be a visual impact and could interfere with future development along Rt. 38. The 5' setback is not enough to protect the Town. There is no canopy now, so a smaller one would be an improvement even if it was limited in coverage. Ms. Parker stated that this was approved in the past.

Mr. Plunkett stated that he understands the limitation of the site but he does not agree with the 40' canopy. The year 2020 will be here in a blink of the eye. He may be amenable to a 10' setback with additional landscaping in the island that is similar to what other projects have done along Main Street. Mr. Plunkett stated that he does not know why the lighting cannot comply with the bylaw. Ms. Parker stated that they have reduced it but it is still over so a waiver would be required.

Mr. Johnson stated that perhaps a compromise is that if the roadway is ever widened then the owner would, at their own cost, have to possibly remove and or reduce the canopy.

Mr. Fratalia stated that he has a picture of a half canopy taken in Arlington on Mass Ave and questioned why that could not be done here.

There were no audience questions.

**MOTION** - Mr. Fowler made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

Mrs. Reed stated that she feels that the setback needs to be at least 10' from Rt. 38.

Mr. Fowler stated that we could have the decision read that it will be the owner's responsibility to remove or modify the canopy if the Rt. 38 is ever widened. Mr. Johnson stated that the motion can say that a 10' setback must be maintained.

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**MOTION** - Mrs. Reed made a motion to approve the Site Plan Special Permit for 883 Main Street subject to the following:

1. The setback of the canopy must be increased from 5' to 10' due to the visual impact on Main Street and any future potential expansion of the Rt. 38 corridor.
2. Landscape must be added and maintained to the existing landscape island as approved by the Planning Board.

The motion was seconded by Mr. Fratalia and voted 3-2. Mrs. Reed, Mr. Fratalia and Mr. Plunkett voting in favor and Mr. Fowler and Mr. Johnson voting against. A super-majority is required, the motion failed.

**MOTION** - Mr. Fowler made a motion to approve the Site Plan Special Permit for 883 Main Street as submitted subject to the following:

1. The owner will be responsible for any removal or modification of the canopy if Rt. 38 is ever expanded to maintain a 10' setback.
2. Landscaping must be added and maintained in the existing landscape island as approved by the Planning Board.

The motion was seconded by Mr. Johnson and voted 2-3. Mr. Fowler and Mr. Johnson voting in favor and Mrs. Reed, Mr. Fratalia and Mr. Plunkett voting against. The motion fails.

**MOTION** - Mrs. Reed made a motion to approve the Site Plan Special Permit for 883 Main Street subject to the following:

1. The setback of the canopy must be increased from 5' to 10' due to the visual impact on Main Street and any future potential expansion of the Rt. 38 corridor.
2. Landscape must be added and maintained to the existing landscape island as approved by the Planning Board.

The motion was seconded by Mr. Fratalia and voted 4-1. Mrs. Reed, Mr. Fratalia, Mr. Johnson and Mr. Plunkett voting in favor and Mr. Fowler voting against.

**(H) 682 Chandler Street, Mary Kay Rauseo Family Suite Special Permit**

**MOTION** - Mr. Fowler made a motion to waive the reading of the public hearing notice. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

Mary Kay and Robert Rauseo appeared for the Family Suite Special Permit. Mrs. Rauseo stated that they just moved into their family suite and now they want to add a 3 season porch will increase the square footage to 891 SF, so they need a special permit.

Mr. Fowler asked if the variance for the setbacks have been approved. Mrs. Rauseo replied yet. There were no other questions.

There were no audience questions.



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**MOTION** - Mr. Johnson made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

**MOTION** - Mrs. Reed made a motion to approve the family suite special permit as submitted. The motion was seconded by Mr. Fowler and unanimously voted 5-0.

**(I) 1438 and 1470 Main Street, Marc P. Ginsburg & Sons, Inc. Special Permit and Site Plan Special Permit**

**MOTION** - Mr. Fowler made a motion to waive the reading of the public hearing notice. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

Jim Hanley, Marc Ginsburg, Matt Ginsburg and Dr. Nahata appeared for the Site Plan Special Permit for 1438 and 1470 Main Street. Mr. Hanley stated that Ron Meuller, traffic engineer is also in attendance. Mr. Hanley stated that currently this is a vacant site. It is located in the commercial district and Village Overlay District. It consists of 4.2 acres over two lots and has 415' of frontage. All utilities are in the right of way and are available. They are proposing an 8,550 SF commercial building on 1438 Main Street. This will have a 24' access way and forty-nine 9 ½' x 18 ½' parking spaces where only forty-three are required. They have a location for a dumpster and site lighting has been provided. The plan is to move Dr. Nahata's office from two lots down to this new office building and to have twelve detached townhouses in the back. These residential units will be 26' x 38' with a single garage. They are proposing adding 4' sidewalks. The drainage will be sub-surface underground for the commercial site with a wet pond. The wetlands crossing will be at the narrowest point.

Mr. Hanley stated that they met with the Carter Green condo association in November and they submitted to this Board and Conservation in December. They received approval from Conservation last week.

Mr. Meuller stated that he used the State standards for this project. He used a total retail space with has higher numbers than a dentist office. The Colonial Drive intersection and this access drive will operate at a Level B-C during peak hours. This site will add between two and nine extra trips on Rt. 38. The driveway had to be adjusted to meet the required site distance. Mr. Plunkett asked if there would be any proposed mitigation. Mr. Meuller replied that none is required.

Mr. Fratalia asked how far the access into this site would be from Colonial Drive. Mr. Hanley replied about 150' – 200' away.

Mr. Meuller stated that he already spoke with Mass DOT and they will be filing for a curb cut once they receive local approval. Mr. Plunkett asked if the traffic report will be part of the Mass DOT filing. Mr. Meuller replied yes.

Mr. Hanley provided a rendering of the site and it shows that all the parking will be behind the commercial building.

Mr. Plunkett asked if the guest parking for the residential units can use the commercial spaces. Mr. Hanley replied yes, that is why they provided a pedestrian sidewalk to the back.

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Mr. Johnson stated that this is the type of project we want to see in the overlay. Mr. Johnson stated that once you cross into the residential portion there are no sidewalks. Mr. Hanley replied that was correct, because of the low use, there are only twelve units.

Mr. Fratalia asked how many units will be in the commercial building. Mr. Hanley replied four. The dentist office will take up about 60% and that will leave about 3,000 SF.

Mr. Plunkett asked where the sign location will be. Mr. Hanley replied it will be located right at the entrance and will meet the bylaw. Mr. Plunkett asked if there will be stone on the building. Mr. Ginsburg replied yes, there will be stone work along the bottom of the entire commercial building.

Mr. Hanley stated that they have been going back and forth with review letters from the DPW and consulting engineer and they submitted the final letter last week.

Mr. Sadwick stated that he received an email from the DPW and there were only three small remaining issues: 1) sidewalks and curbing along Main Street, 2) the water line encasement, 3) configuration of the water line. Mr. Hanley stated that they will be adding sidewalks along Main Street up to the wetlands. Mr. Ginsburg stated that he would commit to adding as much as possible along the front of his site and perhaps adding a crosswalk to the other side of the street. Mr. Hanley stated that they agree that the water line needs to be encased due to the lack of separation and they agree to add curb boxes for the water services.

Mr. Ginsburg stated that the State and Town need to collaborate to get the sidewalks down Main Street. Mr. Ginsburg added that there is an existing culvert on this site that needs to be cleaned out.

There were no audience questions.

**MOTION** - Mr. Fowler made a motion to close the public hearing. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**MOTION** - Mrs. Reed made a motion to approve the Site Plan Special Permit and Village Overlay Special Permit as submitted with the following conditions:

1. Sidewalks and vertical granite curbing will be added along Main Street up to the wetlands.
2. The water lines need to be encased up to 10' of either side of the crossing.
3. Curb stops will be added to the domestic water services.

The motion was seconded by Mr. Fowler and unanimously voted 5-0.

**(J) 1390 and 1394 Main Street, Sullivan Family Trust, John Sullivan, Site Plan and Site Plan Special Permit**

Mr. Plunkett stepped down from this hearing and Mr. Johnson became Chair.

**MOTION** - Mr. Fowler made a motion to waive the reading of the public hearing notice. The motion was seconded by Mrs. Reed and unanimously voted 4-0.

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Doug Lees and Ryan Sullivan appeared for the Site Plan Special Permit at 1390 and 1394 Main Street. Mr. Lees stated that they presented a conceptual plan in May 2014. This site consists of 2.8 acres over two parcels. There are two existing residential homes. They are proposing a 6,000 SF commercial building with four apartments above and fourteen two bedroom townhouses in the back. These will be rental properties. The commercial building will have a stone façade along the front and be similar in design to the previous project. Mr. Lees stated that they met last week for the IDR and they are working on the responses. There will be granite curbing and sidewalks added along Main Street and bituminous curbing on the internal sidewalks. Mr. Lees stated that a traffic study is being prepared as well as the lighting plan. They are also going before Conservation.

Mr. Sullivan stated that the Police and Fire Departments at the IDR have requested that this be a private way with each unit having an individual address, such as 3 Elaina Way instead of 1394 Main Street unit 3. Mr. Sullivan stated that they are using the same architect as the previous approved project so the two projects will be cohesive in style.

Mr. Fowler stated that the engineering needs to be finalized but he likes the style of this project.

Mrs. Reed agreed and also liked the style of this project.

Mr. Fratalia asked what the proposed use would be in the commercial building. Mr. Sullivan replied that they are looking at professional offices. Mr. Fratalia liked the idea of the private way and individual addresses.

Mr. Johnson stated that he likes how this project and the previous project have similar designs and this will be a great area in town.

**MOTION** - Mrs. Reed made a motion to continue the Site Plan Special Permit and Village Overlay Special Permit until February 23, 2015 at 7:15 PM. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

**Old Business**

There was no old business.

**New Business**

There is no new business.

**Director's Report**

There was no director's report.

**Adjournment**

**MOTION** - Mr. Johnson made a motion to adjourn the meeting at 10:47 PM. The motion was seconded by Mr. Fowler and unanimously voted 5-0.

*Approved on: 3/9/15*

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*List of documents for 2/11/15 Agenda  
Documents can be located at the Community Development Office*

- A. 6:59** Approval of Minutes – December 1, 2014 and December 15, 2014
- B. 6:59** Committee Reports/Administrative Actions
- 1- Zoning Bylaw Subcommittee
  - 2- Master Plan
  - 3- Committee Reports
  - 4- 2580 Main Street – Non-Substantial Determination
    - Application Packet dated 12/11/14.
    - Email 2/5/15 Jeff Rider responding to Town Engineer.
  - 5- 357 Old Boston Road – Non-Substantial Determination
    - Letter dated 2/2/15 from McKenzie Engineering Company.
  - 6- Long Meadow Golf (SP 2013-03) Extension
    - Letter dated 1/23/15 from Attorney Brian Barry.
  - 7- Poland Avenue & Foster Lane  
SP (SP 2013-02) Extension
    - Letter dated 12/8/14 from James Sullivan requesting an extension.
- C. 6:59** 1 Radcliff Road, VTH 7, LLC  
Continued Site Plan Special Permit
- Review memo 1/21/15 fr Town Engineer.
  - Amended Site Plan, 1 Radcliff Road, dated 3/12/14 revised 1/13/15.
- D. 6:59** 20 Carter Street, Carter Street Realty Trust for Carter Street  
Sports Center, Special Permit
- Application packet dated 12/11/14.
  - IDR held on January 13, 2015.
    - Review memo 1/13/15 fr Fire Department.
    - Review memo 12/30/14 fr Building Commissioner.
    - Review memo 1/20/15 fr Board of Health.
    - Police:
      - Signage on Carter Street may never have been put up
      - Need for booster of emergency management communications within the facility
    - Engineering:
      - Increase in sewer flow; would like to see calculations
      - What is water meter size
    - Building:
      - Would like to see parking calculations
      - There are no pavement markings currently
      - Has concerns regarding egress
      - Handicap parking needs to be addressed
    - Copy of PB Special Permit 2008-11.
  - Memo 1/26/15 from Building Commissioner.
  - Copy of Google Earth.
- E. 6:59** 108-112 Pleasant Street, Gerald C. and Barbara A. Roper  
Site Plan Special Permit, Town Center Overlay District
- Application Packet dated 12/1/14.
  - Revised written statement
  - Photos
  - Site Plan dated 1/22/15
  - IDR held 1/13/15.
    - Review memo 1/21/15 fr Board of Health.
  - Photos re: 108-112 Pleasant St.

PLANNING BOARD MINUTES  
FEBRUARY 11, 2015

- F. 6:59** 743 Main Street, Tewksbury Village Condominiums, LLC  
Continued Site Plan Special Permit/ Village Residential Overlay  
District Special Permit  
*(Applicant requesting to be continued to 3/9/15.)*
- G. 6:59** 883 Main Street, BP Gas Station; Lehigh Gas Wholesale for  
Leemilt's Petro  
Continued Site Plan Special Permit
- Carolyn Parker submission dated January 22, 2015
  - Revised Canopy plan dated January 22, 2015
- H. 7:00** 682 Chandler Street, Mary Kay Rauseo  
Family Suite Special Permit
- Application packet dated 12/30/14.
- I. 7:05** 1438 and 1470 Main Street, Marc P. Ginsburg & Sons, Inc.  
Continued Special Permit and Site Plan Special Permit
- Letter dated 1/15/15 fr Civil Design including revised Site Development Plans for mixed use development dated 2/12/15 revised 1/12/15.
  - Review Letter 1/15/15 fr Town Engineer.
  - IDR held 1/20/15
    - Review letter 1/20/15 fr Fire Dept.
    - Review letter 1/28/15 fr Police Dept.
    - Review letter 1/28/15 fr BOH.
  - GCG Associates Peer Review dated 1/28/15.
  - Civil Design letter dated 1/30/15 including response 1/29/15 re: DPW concerns, drainage calculations and revised plans dated 1/29/15.
  - Layout and Materials Plan; 2/11/15; prepared by Civil Design; Applicant Marc P. Ginsburg & Sons.
- J. 7:10** 1390 and 1394 Main Street, Sullivan Family Trust – John Sullivan  
Site Plan and Site Plan Special Permit
- Application packet dated 12/30/14.
  - IDR held on 2/3/15
    - Review memo 1/16/15 fr Building Commissioner.
    - Review memo 2/27/15 fr Fire Department.
    - Review memo 1/28/15 fr Board of Health.
    - Review memo 1/29/15 fr Police Department.
  - GCG 2/2/15 Peer Review #1.
  - Proposed plan for Elaina Estates dated 2/5/15 designed by Gavin and Sullivan Architects, Inc.